

Professional and Managerial Branch
Fiscal and Tax Administration Group
Parks and Grounds Series

DIRECTOR - OFFICE OF MANAGEMENT AND BUDGET

08/92

Summary

Under administrative direction of the Mayor, is responsible for directing, managing and coordinating the professional and administrative functions and activities of the Office of Management and Budget; performs related duties as required.

Typical Duties

Plans, coordinates and directs the functions and activities of the department including budget preparation and control, management analysis and special research studies; develops or revises and implements budgetary, management analysis and administrative policies and procedures; plans and directs a unit of risk management; oversees the retention, maintenance and disposal of official City records; issues administrative policies of Mayor and Council to department heads through memorandums and conferences; represents the department at hearings, conferences and board meetings; maintains records and prepares reports.

Plans and directs or conducts administrative analysis to achieve coordination and efficiency of municipal operations and programs; coordinates interdepartmental programs and services between City departments; directs research and administrative studies of municipal matters; plans and conducts studies of the cost effectiveness of City programs and services; determines the course assignments; researches and takes appropriate action to resolve complaints regarding operational and performance problems.

Supervises and coordinates the formulation and preparation of annual operating and capital budgets; directs budgetary studies and research; advises the Mayor and Council on budgetary matters; monitors the cost of departmental operations against approved budget and recommends required corrective actions; directs the administrative of grants-in-aid funds received by the City.

Plans, assigns, supervises, trains, reviews and evaluates the work of assigned personnel; enforces personnel rules and regulations, standards of conduct and work attendance; enforces safe working practices and procedures.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a master's Degree in Public or Business Administration, or a related field and eight years of progressively responsible professional experience in budgeting, finance and management analysis (preferably in a municipality or state agency) including four years of supervisory and administrative experience in municipal automated budgeting systems, management analysis and research; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of municipal budget concepts including methods and procedures of computerized budgeting; comprehensive knowledge of public administration in a municipal government; comprehensive knowledge of budget and management analysis methods, practices and procedures; comprehensive knowledge of personnel rules and regulations, standards of conduct and work attendance; considerable knowledge of research methodology; considerable knowledge of automated financial and budget systems and controls; considerable knowledge of safe working practices and procedures.

Ability to research, analyze and recommend solutions to management problems; ability to conduct budgetary analyses; ability to interpret and implement budgetary and managerial policies and procedures; ability to make sound decisions; ability to plan, organize and direct complex programs; ability to supervise, train and evaluate assigned personnel; ability to enforce personnel rules and regulations, standards of conduct and work attendance; ability to express oneself clearly and concisely, both orally and in writing; ability to supervise, train and evaluate assigned personnel; ability to establish and maintain effective working relationships with fellow employees, officials and the general public.

Physical Requirements: Mobility within an office environment; operate a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License.

Director of Personnel

Department Head